

APPLICATION TO UPDATE AN EXISTING PERMIT TO CONSTRUCT SEWAGE DISPOSAL AND WATER SUPPLY FACILITIES FOR A SINGLE FAMILY DWELLING
REFER TO REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS
 PLEASE COMPLETE APPLICABLE SECTIONS OF THIS FORM. ALL SIGNATURES MUST BE ORIGINAL.

SECTION 1 FOR ALL RENEWALS AND TRANSFERS				
EXISTING REFERENCE NUMBER:				
<u>Tax Map No.:</u>	District	Section	Block	Lot
Name of Current Applicant:			Tel#: () -	
Mailing Address:				
Email Address:				
Name of Current Agent:			Tel#: () -	
Mailing Address:				
Email Address:				
DATE OF ORIGINAL APPROVAL:		*If more than 6 years old and SCDHS site inspections have not been performed, a new application will be required		
SECTION 2 FOR TRANSFERS WITH PREVIOUS APPLICANT/AGENT PERMISSION				
Name of Previous Applicant/Agent:			Tel#: () -	
I hereby transfer all rights and interest in the above referenced permit to the new applicant named above;				
Signature of Previous Applicant/Agent: _____ Date: _____				
SECTION 3 FOR TRANSFERS WITHOUT PREVIOUS APPLICANT/AGENT PERMISSION				
Name of Previous Applicant's Architect/Engineer/Surveyor:			Tel#: () -	
I hereby authorize the above named current applicant to use the previous applicant's survey/site plan for this project prepared by me; for the purpose of transferring the above named reference number and its site design.				
Architect/Engineer/Surveyor's signature: _____ Date: _____				
SECTION 4 FOR ALL RENEWALS AND TRANSFERS				
Application is hereby made to [] TRANSFER , [] RENEW (check applicable) a permit to construct in accordance with this application, surveys and plans submitted. I hereby certify that I have examined this complete application and the statements therein are true and correct, and that all work shall be done in accordance with all applicable Town, County, State and Federal Laws. "Any false statement made herein is punishable as a misdemeanor pursuant to S210.45 of New York State Penal Law."				
Signature of Current Applicant/Agent			Date	
Print Name of Current Applicant/Agent			Title	
<u>DEPARTMENT USE ONLY</u>				
Permit is Transferred/Renewed Until _____		Number of Bedrooms Approved _____		
Signature of Department Representative _____			Date _____	

Instructions

Applications that received Health Department approval more than six (6) years ago and have not been inspected by the Health Department are not transferrable or renewable. The applicant must submit a completely new application package and fee, specific to the type of project being proposed. For information and forms, call (631)852-5700, email HealthWWM@suffolkcountyny.gov, or visit www.suffolkcountyny.gov/Health under "Documents and Forms".

TRANSFERRING A PERMIT

Complete Sections 1 and 4. You must also complete *either* Section 2 (when previous applicant/agent is available) *or* Section 3 (when previous applicant/agent is not available). If neither Section 2 nor Section 3 can be completed, the Permit cannot be transferred. The applicant must submit a new application package and fee specific to the type of project being proposed.

- A. Application fee: See current fee schedule. A "Residential Construction-Single Family-Transfer" fee will be required as well as a "Residential Construction-Single Family-Renewal" fee if the permit has expired.
- B. If you require additional copies of the previous Health Dept. approval of the project (for Town/Village Building Dept., etc.), please submit three (3) original prints of the site plan/survey previously approved by this Department for this project. Additional information may be required.
- C. If you are transferring a permit submission that has not yet received approval from this Department, please submit all outstanding items required to allow the issuance of a permit by this Department. Refer to the latest Notice of Incomplete Application and/or Notice of Non-Conformance-Residential (Forms WWM-042 & 043) prepared for your project.

RENEWING A PERMIT

Complete Sections 1 and 4.

- A. Application fee: See current fee schedule. A "Residential Construction-Single Family-Renewal" fee will be required as well as a "Residential Construction-Single Family-Transfer" fee if the permit is also being transferred.
- B. If you require additional copies of the previous Health Dept. approval of the project (for Town/Village Building Dept., etc.), please submit three (3) original prints of the site plan/survey previously approved by this Department for this project. Additional information may be required.
- C. If the original date of issuance is greater than six (6) years old and inspections have been conducted by the Health Department, submit this form along with a full residential permit fee, see current fee schedule. If the original date of issuance is greater than six (6) years old and inspections have not been conducted by the Health Department, the application cannot be renewed. The applicant must submit a completely new application package and fee, specific to the type of project being proposed.

REVISIONS TO EXISTING PERMITS

If you are transferring and/or renewing an application and are also making any minor modifications to the project that differ from the originally approved permit, you must submit three (3) original prints of a site plan or survey that clearly show your project revisions. An additional fee may be required if the revisions or modifications are deemed to be substantial in nature.

SIGNATURES MUST BE ORIGINAL. PHOTOCOPIES NOT ACCEPTED.